

Schedule G

Payments Made by an Agent or Independent Contractor (on Behalf of This Committee)

Type or print in ink.
Amounts may be rounded
to whole dollars.

SCHEDULE G

Statement covers period		CALIFORNIA FORM 460
from _____	through _____	
Page _____ of _____		I.D. NUMBER

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER

NAME OF AGENT OR INDEPENDENT CONTRACTOR

CODES: If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.

CMP	campaign paraphernalia/misc.	OFC	office expenses	RFD	returned contributions
CNS	campaign consultants	PET	petition circulating	SAL	campaign workers salaries
CTB	contribution (explain nonmonetary)*	PHO	phone banks	TEL	t.v. or cable airtime and production costs
CVC	civic donations	POL	polling and survey research	TRC	candidate travel, lodging and meals (explain)
FND	fundraising events	POS	postage, delivery and messenger services	TRS	staff/spouse travel, lodging and meals (explain)
IND	independent expenditure supporting/opposing others (explain)*	PRO	professional services (legal, accounting)	TSF	transfer between committees of the same candidate/sponsor
LIT	campaign literature and mailings	PRT	print ads	VOT	voter registration
MTG	meetings and appearances	RAD	radio airtime and production costs	WEB	information technology costs (internet, e-mail)

* Payments that are contributions or independent expenditures must also be summarized on Schedule D.

NAME AND ADDRESS OF PAYEE OR CREDITOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CODE	OR	DESCRIPTION OF PAYMENT	AMOUNT PAID

Attach additional information on appropriately labeled continuation sheets.

TOTAL* \$

* Do not transfer to any other schedule or to the Summary Page. This total may not equal the amount paid to the agent or independent contractor as reported on Schedule E.

FPPC Form 460 (8/99)
For Technical Assistance: 916/322-5660

**Instructions for
Schedule G
Payments Made by an Agent or
Independent Contractor**

Report payments made on your behalf during the reporting period by an agent or independent contractor (such as a campaign management firm or an advertising agency) on Schedule G.

Schedule G may be completed by the agent or independent contractor and provided to you or Schedule G may be completed by you from information provided by the agent or independent contractor.

Report expenditures of \$100 or more (other than expenditures for the agent's or independent contractor's overhead and normal operating expenses) made on your behalf during the reporting period.

It is not necessary that the figures on Schedule E and Schedule G match, as the payment to the agent may be reported on an earlier statement than the statement disclosing the agent's payments.

Code or Description of Payment:

If one of the expenditure codes listed on Schedule G fully describes the payment, enter the code. A full description of each code is provided on the back of the Schedule E Continuation Sheet. If none of the codes fully explains the expenditure, enter a brief description of the payment instead.

Important: Officeholders and candidates may reimburse an agent or independent contractor for expenditures made on their behalf only if all of the following criteria are met:

- There is a written contract between the officeholder or candidate and the agent or independent contractor that provides for the reimbursement;
- The treasurer is provided with a dated receipt and written description of each expenditure prior to reimbursement; and
- Reimbursement is paid within 45 calendar days after the agent or independent contractor makes the expenditures.

Generally, if reimbursement is not paid within 45 calendar days, report the expenditure as a nonmonetary contribution on Schedule C.

Refer to the FPPC Information Manual on Campaign Disclosure for additional instructions.

Schedule H – Part 1 Loans Made to Others*

Type or print in ink.
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to whole dollars.

SCHEDULE H - PART 1

Statement covers period

from _____

through _____

CALIFORNIA
FORM **460**

Page _____ of _____

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER

I.D. NUMBER

DATE OF LOAN	NAME AND ADDRESS OF RECIPIENT (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	INTEREST RATE	DUE DATE	AMOUNT

*Loans that are contributions to another candidate or committee must also be summarized on Schedule D.

SUBTOTAL \$

Schedule H – Part 1 Summary

- Loans of \$100 or more made this period. (Include all Loans Made – Part 1 subtotals.) \$ _____
- Unitemized loans under \$100 made this period \$ _____
- Total loans made this period. (Add Lines 1 and 2.) **TOTAL \$** _____

Schedule H – Part 2 Summary

- Payments received on loans of \$100 or more. (Include all loan payments received and all loans of \$100 or more forgiven by this committee – Part 2 (a) subtotals.
If forgiven, also itemize on Schedule E.) \$ _____
- Unitemized payments received on loans under \$100.
(Including a forgiveness.) \$ _____
- Total loan payments received this period.
(Add Lines 4 and 5.) **TOTAL \$** _____
- Net change this period. (**Subtract** Line 6 from Line 3.
Enter the net here and on the Summary Page, Column A, Line 7.) **NET \$** _____
May be a negative number

**Instructions for
Schedule H – Part 1
Loans Made to Others**

Loans made during the period are reported in Part 1 on Schedule H.

Generally, campaign funds may be used to make loans to other candidates, officeholders, or committees (unless otherwise prohibited) and to bona fide charitable, educational, civic, religious or similar tax-exempt nonprofit organizations. There are restrictions on loans to any other person, including a candidate who controls the committee, or to a non-profit organization that is affiliated with a candidate, the treasurer or other committee official.

If a total of \$100 or more is loaned to a single recipient during a calendar year, report the date of the loan, and the name, street address, city, state, and zip code of the recipient. Also, if applicable, report the interest rate and due date.

Loans of less than \$100 made during a calendar year are totaled and reported as a lump sum on Line 2 of the Schedule H Summary.

Loans made to other candidates and committees are contributions and must also be summarized on Schedule D.

Loans from campaign funds from a candidate or officeholder to other candidates or officeholders who are subject to valid contribution limits may be prohibited.

Refer to the FPPC Information Manual on Campaign Disclosure for important information about recordkeeping, prohibitions on cash contributions, loan restrictions, restrictions on contributions to candidates in a special election, and more.

Schedule H – Part 2

Repayments on Loans Made to Others and Loans Forgiven

Type or print in ink.
Amounts may be rounded
to whole dollars.

SCHEDULE H - PART 2

Statement covers period from _____ through _____	CALIFORNIA FORM 460
Page _____ of _____	I.D. NUMBER _____

SEE INSTRUCTIONS ON REVERSE
NAME OF FILER _____

DATE OF REPAYMENT OR FORGIVENESS	DATE OF ORIGINAL LOAN	FULL NAME OF RECIPIENT OF LOAN	INTEREST RATE (IF CHANGED)	(a) AMOUNT REPAYED OR FORGIVEN ON PRINCIPAL * (EXCLUDE RECEIPT OF INTEREST)	OUTSTANDING PRINCIPAL	(b) INTEREST RECEIVED

Attach additional information on appropriately labeled continuation sheets.

SUBTOTAL \$

**TOTAL INTEREST
RECEIVED THIS
PERIOD \$**

*** IMPORTANT:** If any part of a loan is forgiven, also itemize the forgiveness on Schedule E. If a repayment is received from a third party, enter the name and address of third party in the "FULL NAME OF RECIPIENT OF LOAN" column above, along with the name of the recipient of the loan.

Enter the amount in column (b) in the Schedule I Summary, Line 3. Do not carry this total to the Schedule H Summary.

**Instructions for
Schedule H – Part 2
Repayments on Loans Made to Others
and Loans Forgiven**

**CALIFORNIA
FORM**

460

Report repayments on loans this committee made to others on Part 2 of Schedule H. Also complete Part 2 if this committee forgave a loan it made to another.

Only payments of \$100 or more received during the reporting period are required to be itemized. Loan payments and loan forgiveness of less than \$100 are totaled and reported as a lump sum on the Schedule H Summary, Line 5.

Loans Forgiven:

If this committee forgives a loan, also report the amount on Schedule E. Forgiveness of a loan made to another candidate or committee is a contribution and must also be summarized on Schedule D.

Loan Repayments by a Third Party:

If the loan repayment is received from someone other than the loan recipient, disclose the full name and street address, city, state, and zip code of the recipient of the loan and in the same column disclose the name and address of the third party that made the repayment.

Interest Received:

Interest received on a loan is reported in Column (b) separately from payments received on the loan principal. The total interest is transferred to the Schedule I Summary, Line 3.

Schedule H – Part 3

Annual Report of Outstanding Loans Made

Type or print in ink.
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to whole dollars.

SCHEDULE H - PART 3

Statement covers period

CALIFORNIA
FORM **460**

from _____

through _____

Page _____ of _____

SEE INSTRUCTIONS ON REVERSE

NAME OF FILER

I.D. NUMBER

FULL NAME OF RECIPIENT OF LOAN	ORIGINAL DATE OF LOAN	AMOUNT OF ORIGINAL LOAN	UNPAID PRINCIPAL	UNPAID INTEREST

Attach additional information on appropriately labeled continuation sheets.

TOTAL \$

NOTE: This total should be
the same amount as entered
on the Summary Page,
Column C, Line 7.

**Instructions for
Schedule H – Part 3
Annual Report of Outstanding Loans Made**

**CALIFORNIA
FORM 460**

Part 3 of Schedule H is completed once each year. Complete Part 3 when you file the semi-annual statement that covers the period ending December 31, or when you file your termination statement.

Complete Part 3 if any part of a loan was outstanding between January 1 of the current calendar year and December 31 (or between January 1 and your termination date). Even if a loan has been repaid by December 31 or your termination date, include the loan on Part 3 if any part of the loan was outstanding on January 1.

To report more than one loan to a single recipient, you can list the recipient's name once and report all of the required information for each loan.

Schedule I
Miscellaneous Increases to Cash

Type or print in ink.
Amounts may be rounded
to whole dollars.

Statement covers period
from _____
through _____

SEE INSTRUCTIONS ON REVERSE
NAME OF FILER

I.D. NUMBER

DATE RECEIVED	FULL NAME AND ADDRESS OF SOURCE (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	DESCRIPTION OF RECEIPT	AMOUNT OF INCREASE TO CASH

Attach additional information on appropriately labeled continuation sheets.

SUBTOTAL \$

Schedule I Summary

1. Increases to cash of \$100 or more this period. \$ _____
2. Unitemized increases to cash under \$100 this period. \$ _____
3. Total of all interest received this period on loans made to others. (Schedule H, Part 2 (b).) \$ _____
4. Total miscellaneous increases to cash this period. (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Line 14.) TOTAL \$ _____

**Instructions for
Schedule I
Miscellaneous Increases to Cash**

Report any transaction that increases the cash position of the officeholder, candidate, or committee, but is not a monetary contribution, loan, or loan repayment, on Schedule I.

Itemize the sources of \$100 or more received during the reporting period.

Examples include:

- Interest received or credited to checking or savings accounts or other time deposits.
- Proceeds from the sale of property, such as paintings, furniture or other items sold at garage sales or auctions, etc., when the amount received is the "fair market value" of the item. Amounts received over the fair market value are reported on Schedule A. (Report donated items as nonmonetary contributions on Schedule C.)
- Proceeds from the sale of campaign property, such as office furniture or equipment.
- Refunds received on deposits, such as telephone deposits.

- Refunds received from overpayment of bills.
- Transfers received from another authorized committee of the same candidate or sponsoring organization.

Report on Line 3 of the Schedule I Summary the lump sum of interest payments received on loans made to others. Do not itemize. This amount is transferred from Schedule H, Part 2 (b).